



**California Multiple Award Schedule (CMAS)**

**Bulletin 31**

**January 2002**

**REVISED PRISON INDUSTRY AUTHORITY (PIA) FURNITURE PROCEDURES**

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**Revised  
Procedure and  
Form**

For furniture, state agencies (not applicable to local government agencies) must adhere to the following procedures:

- Request a waiver from Prison Industry Authority (PIA) as applicable.
- Contact Traffic Management for F.O.B. (Free on Board) Origin deliveries only.
- Submit the approved PIA waiver and completed Std. 65 Contract Delegation Purchase Order Form with contract product pages to the Department of General Services (DGS), Procurement Division (PD), 707 Third Street, Second Floor, West Sacramento, CA 95605 or IMS# Z-1. Attention: Toni Vice.
- DGS/PD will review, sign and stamp (approved) the Std. 65 and return it to the agency for issuance to the contractor.

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**What's The  
Difference?**

In the past, a Std. 66 Purchase Estimate Form was forwarded to DGS/PD for processing.

The above new procedure replaces the Std. 66 with a Std. 65 that is completed by the agency, not DGS/PD.

DGS/PD reviews the Std. 65 and, if acceptable, it is signed and stamped approved and then returned to the agency for issuance to the contractor.

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**Detailed  
Procedures**

Each CMAS furniture contract details the procedures required to satisfactorily complete the purchase order. A copy of the contract can be obtained from the contractor.

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**Systems  
Furniture**

Systems Furniture is not available to state agencies through the CMAS program.

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**Risk of  
Termination**

Contractors who accept purchase orders that have not been signed and approved by DGS/PD will have their CMAS contracts terminated.

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**Questions?**

Contact Steve Lower, CMAS Program Analyst, at 916/375-4385 (steve.lower@dgs.ca.gov) if you have questions regarding CMAS furniture contracts.

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